



# JOB OPPORTUNITY

## Business Services Officer I/\$3538-\$4300

### Administration Division/Business Services Unit

The Department of Technology Services has an opening for a permanent, full-time Business Services Officer I to function within the Facilities Section of the Business Services Unit /Administrative Services Branch/Administration Division. This position requires travel to DTS locations in Downtown Sacramento and Rancho Cordova and will have an office at the Cannery building.

#### **Essential Functions:**

- Responsible for identifying and resolving facility repair and maintenance issues for any DTS facilities, both owned and leased.
- Conduct annual or more frequent if needed, building repair and maintenance inventories and develop appropriate project plans for completion of needed repairs.
- Develop processes and procedures to identify and resolve routine maintenance issues, including timely response to Service Desk tickets, email, telephone, and in-person requests/complaints. Evaluate the request/complaint and determine the correct action to be taken per current procedures. Identify issues and negotiate resolutions with lessor, when appropriate, including lease contract interpretation
- Coordinate repair projects with all parties: vendor, staff, management, control agencies.
- Capture and analyze data regarding building repair and maintenance issues for reporting to management and managing unit workload.
- Initiate and coordinate the procurement process for Facilities related procurements, including but not limited to repair related procurements, office and conference room furniture and audio/visual equipment.
- Work independently to assist the Facilities Contract Manager in the fulfillment and tracking of numerous facilities contracts, including:
  - Janitorial, including plumbing and cleanliness concerns
  - Landscaping, including monitoring scheduled maintenance
  - Pest control, inside and outside the facility
  - Vending machine issues, including contacting vendors to ensure appropriate repairs and refunds are made
  - Elevator, including monitoring scheduled maintenance and tracking permits
  - Climate control, including heating, cooling, and lighting concerns

#### **Work Environment Requirements:**

- This position requires the incumbent to kneel, climb a ladder, and traverse the facility and surrounding areas numerous times daily.
- This position includes travel and the incumbent must possess a valid California Class C driver's license and maintain an acceptable driving record to ensure approval to operate State owned vehicles.

Applications will be accepted only from individuals currently at the **BSO I** level, or applicants who have transfer or promotional eligibility. Applications will be screened based on desired qualifications, and only the most qualified will be scheduled for an interview. All

appointments are subject to SROA/Surplus provisions. **Final File Date: Until Filled**

Interested applicants must submit a State application to:

**DEPARTMENT OF TECHNOLOGY SERVICES**

**P. O. Box 1810**

**Rancho Cordova CA 95741-1810**

**Attn: Lillian Ortega-Pineda F-4/RPA Number No. 06-216**

**(916) 464-4501**

---

It is the objective of the State of California to achieve a drug-free state work place, any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

**Telephone Relay Service for the deaf or hearing impaired: TDD Phone (800) 735-2929; Voice Phone (800) 735-2922**

**THE DEPARTMENT OF TECHNOLOGY SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER.**

**"Equal employment opportunity to all regardless of sex, race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation."**

